



## Case Specialist II - JDC

### Details

**Job ID :** 390

**Title :** Case Specialist II - JDC

**Job Code :** 829

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

### Job Departments

- Juvenile Services

### Purpose

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

### Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 2 YEARS EXPERIENCE MUST BE AS A CASE SPECIALIST I - JDC

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

### Job Duties

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED